

# IDEAL: Verifying Your Gmail Account and Access

**When you get an IDEAL account, you are automatically given a Gmail account. Please make sure that your Gmail account is set up.**

① Go to the IDEAL website – [www.ideal.azed.gov](http://www.ideal.azed.gov)

② Sign In

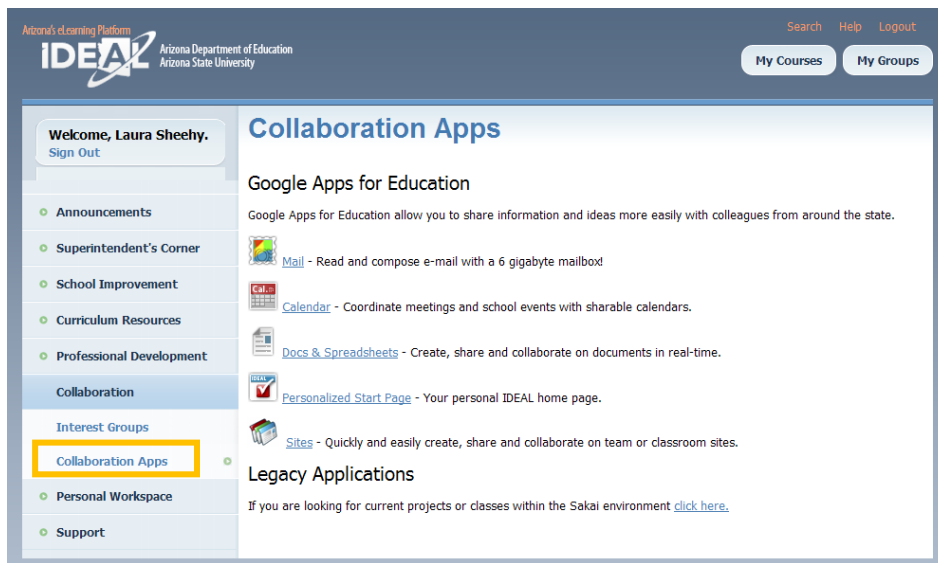
The image shows two screenshots from the IDEAL website. The left screenshot is the homepage, featuring a banner for 'School Improvement' and a 'Sign In' button circled in red. The right screenshot is the login page, titled 'Welcome to IDEAL', which includes fields for 'User ID' and 'Password', a 'Login' button, and links for 'Partner Login' and 'IDEAL Login'.

③ After logging in, click on Collaboration.

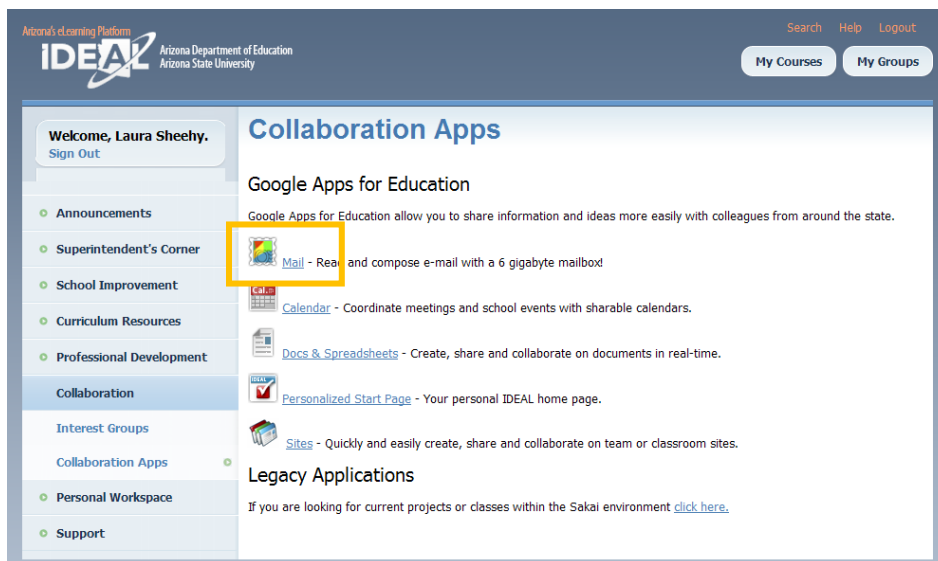
The image shows a screenshot of the IDEAL website after logging in. The user is logged in as 'Laura Sheehy'. The 'Collaboration' section is highlighted in the left sidebar. The main content area displays the 'Collaboration' header and a description of the collaboration area, which allows Arizona educators to create 'birds of a feather' groups to plan, discuss issues, share resources and innovate. The footer includes the Arizona Department of Education logo and copyright information.

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## ④ Next, select Collaboration Apps.



## ⑤ Click on the Mail link.



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## ⑥ The first time you click the link, it will take you to a set up your account page

Welcome to IDEAL

**Setup your account for IDEAL**


Your IDEAL account will give you access to the hosted services enabled for your domain.


Name: Elizabeth Monfort

Login name: elizabe30@ideal.azed.gov

Language: English (US)

Type the characters you see in the picture below.



 Letters are not case-sensitive

Terms of service: Review the Terms of Service below. [Printable Version](#)

**Google Terms of Service**

Welcome to Google! By using Google's products, software, services or web sites ("Google services"), you agree to the following terms and conditions, and any policies, guidelines or amendments thereto that may be presented to you from time to time, including but not limited to Program Policies and Legal Notices (collectively, the "Terms"). We may update the Terms in the future, and you will be notified.

By clicking 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Also remember that Google Apps is offered in conjunction with your domain administrator and that administrator may have access to your account information including your email. Your domain administrator's use of your information is governed by its privacy policy.

## ⑦ If you have trouble with the security code, click the handicap icon to get a new one.

## ⑧ You should see your email account after you click "I accept. Create my account."

**Troubleshooting:** If you get a message about "invalid email account", please call the IDEAL Help Desk at 480-965-9411. They can quickly resolve the issue.